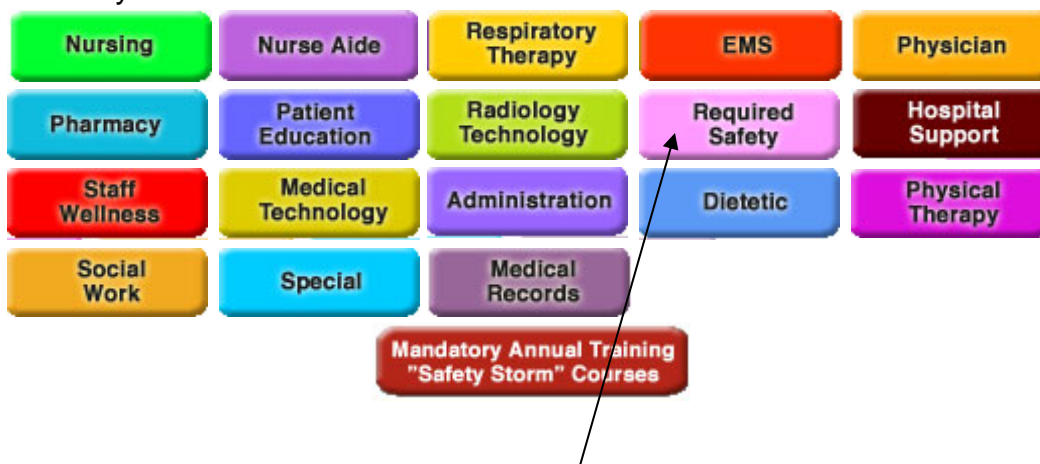


Hospital Annual Training (HAT) Part I

Annual Required Training/"Safety Storm" Online Instructions thru Swank HealthCare

Mandatory Annual Training Programs: Alpha (#44805), Beta (#44905) and Gamma (#45005)

1. If you are already familiar with Swank HealthCare and you are already registered, please access the online program. Select "View Programs Online" and select the pink button titled, "Required Safety" to view the courses.
2. If you are not familiar with the online program, follow the directions below.
3. If you are not registered to access the online program, please call your Site Coordinator (HESD at 907-8490) or access www.swankhealth.com and click "Begin Here" (left side of screen) to register online. Swank will get back to you with registration confirmation within 24 hours or the next business working day.
4. Access from the WAMC webpage – Birth Month Training on the Right side of the page. Fill out the Learning Needs Assessment Survey. Once you submit the survey click on "Click here to go to Birth Month Training (SWANK Health)".
Access from home use the following webpage: <http://www.swankhealth.com/>
5. Click on "CE/CME User Login"
6. You are now in Swank HealthCare's Participant Sign-in page:
Enter site code: **927**
Enter Participant ID: _____ (call 800-950-4248 to obtain your participant ID#)
Or SSN# if you have use the system before.
Password: Assign your own password after registration. You can enter any six characters
Click the sign-in button at the bottom.
7. Now you are in the Swank HealthCare **Continuing Education Services**
8. Scroll down and click - **Update My Information** and update your personal information.
9. Push the submit button - you should see **My Information Updated Successfully!**
10. Then click **Return to Main Menu**.
11. Scroll down and click **View Programs Online**.
12. You may get a security warning - click **Yes** if you do.
13. Scroll down until you see:



14. Click the button titled, "Required Safety" (pink button).

The Safety Storm/Annual Training series is broken into three main parts: **Alpha** (program #44805), **Beta** (program #44905) and **Gamma** (program #45005).

To view Alpha, Beta, and Gamma (online), click on “View Course” next to each program title.

Follow as directed:

- a. The top of the page is the software you need to download, in order to view the programs online (Quick Time or Real Video or Media Player)
- b. The bottom of the page is the program syllabus for each program (Alpha or Beta or Gamma), which you can print and review before taking the test
- c. Run the program by clicking on “Network Connection” at your facility or “Modem Connection” at home (please call 1-800-950-4248 if you need assistance)
- d. View the program and close the window.
- e. Click on “[Click here to take a test](#)” at the top of the syllabus.

How to Take the Post-Tests and Receive your Certificates for Alpha and Beta and Gamma:

If you just finished viewing Alpha or Beta or Gamma in its entirety, click on “[Click here to take a test](#)” at the top of the syllabus. If you viewed a program at an earlier time, access www.swankhealth.com, click on “CE/CME User Login” and sign in as a participant.

Click on the gray button titled, “Evaluation & Testing”

Enter the program number, evaluate the program, and submit your comments

Answer the test questions and submit your answers

Participants who pass the post-test with a grade of 80% or better may print their own CE certificates* within minutes of taking their test or request that their certificate be mailed to their facility's Site Coordinator. **Exceptions to printing certificates: the accrediting bodies for Medical Technicians, Medical Technologists, Pharmacy Technicians and Pharmacy Technologists will allow testing over the Internet but the certificates must be requested by mail instead of printing them directly from your computer.*

****** This is an individual responsibility --- Print Your Program Credits *****:**

Access www.swankhealth.com and click on “CE/CME User Login”

Enter “Participant Sign In” information, click “sign in” and click on “Print Program Credits”

Please see your facility Education Department for direction on what programs are mandatory for you to view and test. Alpha and Beta sections are for non-clinical and/or all staff. The Gamma section is clinical directed. Any questions or problems - please call your Site Coordinator or Call Swank HealthCare at 800-950-4248.